

## **TRANSDEV EDINBURGH TRAM REPORT TO tie**

**From 22 November 2006 to 19 December 2006**

### **Significant Events – Safety**

During the period, 47 days have been worked with no accidents involving Transdev Edinburgh staff.

### **Significant Events – Management**

1. The JRC process came to a conclusion. Transdev are discussing with **tie** the Transdev response to the overall input process.
2. The PDP closeout is still progressing and has not yet been concluded. The process for doing so remains unclear.
3. The Draft Final Business Case was given to the City of Edinburgh Council, Labour Group, on programme, on 6<sup>th</sup> December and was released to the press on the 7<sup>th</sup>. The plan is to continue with 1a (Newhaven to the Airport) and then hopefully build 1b (Granton) twelve months later after securing developer contributions. The Business Case was well received and will now be submitted to the full council for their approval on the 21<sup>st</sup> December.
4. Andie Harper – **tie** Project Director announced that he would be leaving **tie** on 22<sup>nd</sup> December. Andie will remain, working for Willie Gallagher – **tie** Chairman, on a one day a week basis until March. **Tie** is actively seeking a replacement. Transdev suggested several people to Willie Gallagher who may be suitable to follow Andie Harper.
5. Charlie Beaumont and Colin Sellers of Transdev plc met with Willie Gallagher and David Mackay and Neil Renilson to discuss the project and the Transdev role. Feedback from the meeting was very positive.
6. The Infraco Evaluation process was presented to the DPD Tram Board subcommittee on 14 December. Jim Harries is nominated to contribute to the evaluation.

### **Significant Events - Design Support**

1. The documents reviewed by Transdev during the period covered by this report are shown in the table at the end of this report.
2. There have several instances of **tie** issuing Transdev with documents by unexpected routes, and Transdev has also indirectly become aware of the existence of deliverables through either third parties or in conversations. It would seem that there is a lack of process to involve Transdev. Whilst the process for addressing the review of

documentation from SDS's Detailed Design phase is being developed by **tie**, many documents from SDS and others will fall outside the Detailed Design Review process. The process for involving Transdev should be clear to **tie**, TSS and Transdev.

### **Significant Events – Mobilisation**

Transdev reviewed the **tie** Project Management Plan and are developing their own Project Management Plan (PMP) in line with the **tie** plan. Transdev expects to issue their PMP to **tie** in January 07

### **Resources in the period**

There was a reduction of days worked in the month in Edinburgh from the previous month due mainly to leave entitlement and Carl attending events away from Edinburgh.

Attached is the Transdev Monthly Costs spreadsheet indicating days worked for **tie** in the month.

### **Resources to year end**

Envisaged resources required with associated cost are described within the spreadsheet attached. It is the intention of Transdev to advertise for the three positions required in a single advert placed in national trade magazines and national and local newspapers once final approval for the scheme has been given by Transport for Scotland in February. Interim support to the team in Edinburgh is being given by other Transdev tram operations.

### **Programme**

Transdev presented a training strategy proposal to **tie** at the monthly progress meeting on 7<sup>th</sup> December, following on from previously submitted programmes. The paper highlighted the issues surrounding training drivers post construction and through commissioning. The proposal described industry best practise and experiences along with possible innovations to be considered. The paper set out the envisaged timescales and how they could be best achieved.

Currently Transdev are not able to support **tie's** programme as the time needed by Transdev to train and qualify drivers is in excess of the time allotted by **tie**.

### **Deliverables**

1. The Transdev team have had a limited involvement in the Infraco bidding process.
2. The DPOFA re-negotiations continued with a meeting taking place involving Paul Wren, Carl Williams and Alastair Richards on 12 December. The meeting was productive with good progress being made. Key discussion points were:

- a. Parent Company Guarantee
- b. Service Integration Document
- c. Side Letter
- d. Scope of Services
- e. KPIs, and
- f. Alternative Revenue Risk Regime.

Alastair proposed that DLA supply a matrix of changes from the original and their implications as an aid to the process. This matrix is awaited.

Below is a table describing the position of the proposed Phase B deliverables.

<b>Phase B</b>	<b>Start</b>	<b>Review</b>	<b>End</b>	<b>Status</b>
Project Plan	07/12/06	Jan 07	Feb 07	Draft Plan to be issued in January 07. Comments from <b>tie</b> will be appreciated.
Management Plan	Oct 06	July 07	Sept 07	To align with Project Plan.
Draft Safety Plan	Oct 06	July 07	Sept 07	Draft currently is being developed – to align with Project Plan.
Draft Quality Plan	Oct 06	July 07	Sept 07	Being developed in line with Project Plan.
Draft Training Plan	Oct 06	July 07	Sept 07	Various documents associated with this subject have been already produced and timescales were submitted in Dec 06. Plan of actual calendar dates still to be refined.
Develop Op’s method statements	Oct 06	July 07	Sept 07	Some generic in development need for refinement once detailed design finalised.
Maintenance Plan	Oct 06	July 07	Sept 07	To be developed.
Service Integration	Oct 06		Dec 07	Being developed through the DPOFA process.
Agree target Op’s costs for Phase D			Sept 07	Being developed through the DPOFA process.
Agree Op’s output spec			Sept 07	Being developed through the DPOFA process.
Agree amendments to Op’s Appendix			Sept 07	Being developed through the DPOFA process.
DPOFA closeout				

### **Input from tie over next period**

1. **tie** should implement document control and management systems for the project. Transdev seeks comfort that appropriate document management systems and processes will be in place ready for the delivery of SDS's Detailed Designs, expected shortly.
2. **tie** should ensure that Transdev is appropriately involved in the review of all documentation.
3. **tie** should provide Transdev with visibility of **tie's** closeout of the comments made by Transdev on the Infraco ITN.
4. **tie** should lead the resolution of the issues associated with system tests and the ongoing performance regimes.
5. **tie** should organise a thorough review of the issued InfraCo ITN documentation. This should include a review of any potential omissions or inconsistencies within the ITN, and ensure necessary refinement is addressed in the procurement programme and process.
6. **tie** should continue to involve Transdev in the closeout of Transdev comments made on the SDS Preliminary Design Phase submissions for all disciplines. The process for this activity remains unclear.
7. **tie** should develop the proposed programme of "design workshops" with SDS to "set the scene" for the detailed design process, agreeing expectations in advance. This matter is linked to item 1 above.
8. There have been several hundred questions from the Infraco bidders. The process for managing and responding to InfraCo bidders' questions, together with the stakeholder and advisor "signoff" to **tie's** responses, has not been shared with Transdev.

### **Main Concerns**

1. The process for the production of, and the consequential quality of, the InfraCo ITN documentation.
2. The potential impact of the quality of the ITN documentation on Infraco's and **tie's** risk premia.
3. The availability of a suitable process for dealing with questions from InfraCo bidders.
4. How **tie** will be in a position to issue its final requirements to the Infraco bidders in January as planned.
5. The driver training programme.
6. Extended period to close out the SDS Preliminary Design Phase.
7. Lack of visibility of **tie's** processes.

**Next steps**

1. Transdev to develop programme proposals with **tie**.
2. TramCo evaluation, InfraCo evaluation.
3. Update Employer's Requirements and Infraco documentation
4. Continuation of the DPOFA amendments process.

**Document Review**

A copy of Transdev's Document Review Tracker Spreadsheet is also attached to this report, configured to show the documents reviewed since 22<sup>nd</sup> November 06.

**Transdev**

**22<sup>nd</sup> January 07**